

# **AG HR BOOTCAMP #1 - COURSE OUTLINE**

## **RECRUITMENT, SELECTION, AND LEGAL ISSUES OF A WORKFORCE**

(Day 1, 9:00 AM - 4:00 PM)

**I. 9 a.m. - Welcome**

### **II. Recruiting Employees**

- a. Why do you need a recruitment plan?
- b. Define the Job – How to develop a job description that will fit many needs.
- c. Sourcing Applicants – Your next great employee could be just a contact away.
- d. Interviewing - Types of questions to ask, interviewing techniques, and red flag Q&A.
- e. Checking References – Indicators of a possible great vs lackluster employee.

**Lunch (12pm-12:30pm)**

### **III. Selecting the “Right” Employee and How to Properly “On-Board” Them.**

- a. Evaluating Candidates and Making a Job Offer
  - i. Job Description and Essential Functions
- b. Employment Verification and Hiring paperwork
  - i. I-9, Worker Identification, W-2
- c. Importance of Reviewing Pay, Work Schedule, and Benefits  
Employee Orientation – The “on-boarding” process.
- i. Introductions to supervisor, work team, walk-around workplace.

### **IV. State Dept. of Labor and Industries Rules and Regulations**

- a. Wage and Hour Rules - Pay Requirements, Meal and Rest Periods
- b. Paid Sick Leave Requirements
- c. Workplace Safety and Health rules – Hazard Recognition, Safety Plans, and Training
- d. Industrial Insurance (Worker’s Compensation) – Employer responsibilities and ways to control claim costs.

**V. 4:00pm – Conclude day 1**

**(Day 2, 9:00 AM - Noon)**

**VII. 9:00am – Recap day 1**

### **VIII. Family Medical Leave Act (FMLA) and Washington’s Paid Family Leave**

- a. FMLA – Rules, requirements and considerations. Exceptions for small businesses.
- b. Paid Family Leave – Rules review, key dates, and current interpretations.

### **IX. Americans with Disabilities Act (ADA) and Discrimination Considerations**

- a. ADA – Rules review and scenario studies.
- b. Disability discrimination – Considerations when hiring and employing workers with known disabilities and the relation to job descriptions.

**X. 11:30am - Training Recap, Surveys, Final Q&A**